

CENTRAL MANAGEMENT SERVICES

LUNCH & LEARN

LUNCH & LEARN TOPICS

- Business Writing
- Dealing with Challenging Employees
- Effective Communications
- Diversity
- Identity Theft Prevention
- Illinois State Library Resources
- Interviewing Skills
- Managing Change
- Motivating Employees
- Performance Appraisal
- Sexual Harassment (2 part series)
- Stress Management
- Team Building
- Time Management
- Workplace Safety
- Preventing and Defusing Violence

We realize that although supervisors and managers have a strong desire to continue their education, their schedules do not always allow them to be out of the office for extended periods of time. With this in mind, Central Management Services has designed the *Lunch & Learn Program*. Each month, seasoned and aspiring managers and supervisors are invited to join us for informational sessions on a variety of personnel related topics. Broadcast from the Capital City Center in Springfield to up to 30 sites throughout the state of Illinois via videoconferencing, this unique method of dissemination allows for participants to bring and enjoy a leisurely lunch and learn at the same time.

Please contact the personnel office within your agency for videoconferencing capabilities and availability.

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